

Job Seeking **Skills Workshops**

July 2013

★ **Tooele Employment Center**
305 N. Main St. • Tooele

Register for
reserved seating.
Walk-ins
welcome.

- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.



PURPOSE: These high-quality workshops provide up-to-date job-search techniques to prepare you to compete in the job market.

RESUMÉ WRITING:

July 16	1:00 PM–3:30 PM
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INTERVIEWING SKILLS:

July 9	1:00 PM–3:30 PM
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RESUMÉ WRITING:

Learn how to develop an effective resumé that will get you an interview.

INTERVIEWING SKILLS:

Strategize ways to confidently complete an interview.

Workforce Services • jobs.utah.gov



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.